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coöperating organizations shall be governed, in their use of funds so received, by the foregoing regulations and principles.

(6) The Committee of Eleven shall be continued for the purposes expressed in Article Eleven of the coöperating agreement of the seven organizations, dated September 4, 1918, and in this agreement.

#### **Audit of War Service Accounts**

Mr. A. L. Bailey, as chairman of the Finance Committee, having reported the satisfactory completion of an audit of the war service accounts for the six months ended November 30, 1918, a copy of which audit he submitted to the Board, it was

*Voted*, That the report of audit of the accounts of the Library War Service for the six months ended November 30, 1918, made by Marwick, Mitchell, Peat and Company at the direction of the A. L. A. Finance Committee be adopted.

#### **Committee on Importations**

A letter having been presented from Dr. M. L. Raney, calling attention to the desirability of a trip overseas by him in the interests of the A. L. A. Importations Committee, and the Board looking with favor on such a trip, it was

*Voted*, That Dr. Raney's expenses for a trip to Europe in the interest of the Committee on Importations be underwritten from reverted balances in the hands of the treasurer of the Association with the understanding that the benefiting libraries will pay their proportionate share of the

expenses and thus eventually reimburse the Association for any sum advanced.

#### **Committee on Readjustment Program**

The Board, taking under consideration the national readjustment program and its effect upon libraries and library service and the steps that libraries and library organizations should take to work in coöperation with other organizations and with City, State and Federal Governments,

*Voted*, That the President be empowered to appoint a committee of five to make a survey of library conditions in the United States, particularly under present conditions, and to suggest a program under which libraries can work to the best advantage in the immediate future.

#### **Committee on Library Salaries**

The special committee appointed at Lake Placid to make a preliminary survey upon which a plan for a report on librarians' salaries and library conditions can be based, made a report of progress, through Mr. Strohm, chairman, submitting for discussion by the Board a proposed questionnaire to be put to certain libraries. Mr. Strohm reported that he and Mr. Perry had completed the committee by the appointment by them of Mrs. Harriet P. Sawyer as the third member.

There being no further business, the Board adjourned, subject to the call of the President.

## **A. L. A. PUBLISHING BOARD**

Chicago, December 13, 1918

A meeting of the A. L. A. Publishing Board was held at A. L. A. headquarters, Chicago, Friday afternoon, December 13, 1918.

Present: Acting-chairman Arthur E. Bostwick, Mrs. H. L. Elmendorf, M. S. Dudgeon and Miss Josephine A. Rathbone; also Secretary Utley, and, for a part of the session, Miss Massee, editor of the *Booklist*,

and Mr. Merrill, editor of periodical cards.

Upon motion it was

*Voted*, That Dr. Arthur E. Bostwick be elected chairman of the Board for the coming year.

*Voted*, That the chairman be authorized to approve and sign voucher-checks on behalf of the Board.

The treasurer submitted an informal statement of receipts and expenditures to

November 30, 1918, which by vote of the Board was received and referred to the Finance Committee for audit, with the understanding that the complete report for the fiscal and calendar year of 1918 would,

when received, be submitted to the members of the Board and incorporated into the minutes of this meeting. The complete report for the year 1918, as later prepared, is as follows:

### TREASURER'S REPORT

January 1-December 31, 1918

#### Receipts

Balance Union Trust Co., Chicago, Jan. 1, 1918.....	\$ 1,319.04
Sales of publications.....	11,116.13
American Library Association, Carnegie fund income.....	4,500.00
Interest on bank balance, Dec., 1917-Dec., 1918, inc.....	30.89

#### Expenditures

Checks Nos. 100-112 (Vouchers Nos. 2129-2342).....	\$16,179.90	\$16,966.06
Distributed as follows:		
Salaries .....	5,249.62	
Publications .....	5,157.64	
Supplies .....	416.22	
Postage and express.....	964.08	
Advertising .....	237.85	
Incidentals .....	366.98	
Travel .....	487.51	
A. L. A. (last payment 1917 a/c \$ 800.00).....		
(first payment 1918 a/c 2,000.00).....	2,800.00	
Royalties .....	500.00	16,179.90
Balance, Union Trust Company.....		\$ 786.16
G. B. Utley, secretary, balance, National Bank of the Republic.....		250.00

\$ 1,036.16

Respectfully submitted,

C. B. RODEN, Treasurer.

Chicago, Jan. 3, 1919.

The following budget for 1919 was upon motion duly adopted:

### BUDGET, 1919

#### Estimated Income

Balance, December 1, 1918.....	\$ 1,162.81
Carnegie Endowment fund, interest.....	4,500.00
Sales of publications.....	10,000.00
Accounts receivable, Dec. 1, 1918.....	1,667.17
Sales of books—review copies.....	900.00
	\$18,229.98

#### Estimated Expenditures

Salaries <sup>1</sup> .....	\$ 5,520.00
Printing <i>Booklist</i> , including Index.....	2,400.00
Periodical cards <sup>2</sup> .....	300.00
Advertising .....	300.00
A. L. A. appropriation, 1919 .....	2,800.00
A. L. A. appropriation, balance of 1918 yet due.....	800.00
Express and postage.....	900.00
Supplies .....	500.00
Incidentals .....	400.00
Travel .....	500.00
Balance available for publications, etc.....	3,809.98

Total estimated expenditures.....\$18,229.98

(1) No provision here made for another assistant, necessary if a French list is to be added to the *Booklist*.

(2) Will be eliminated (likewise corresponding income) if work discontinued.

### Audit

The secretary informed the Board that, at the recommendation of the Executive Board, the accounts of the Publishing Board would henceforth be audited annually by the Finance Committee.

### Revision of Stearns' "Essentials"

The secretary, having informed the Board that Miss L. N. Stearns' "Essentials in library administration" is out of print, and should be revised before it is again printed, and that Miss Stearns had informed him she would be unable herself to find time for the necessary revision, it was

*Voted*, That Miss Ethel F. McCullough be invited to revise Miss Stearns' "Essentials in library administration," with a view to its being reprinted in revised form. (NOTE: Miss McCullough accepted the above commission.)

### Revision of Plummer's "Training for Librarianship"

The attention of the Board having been directed to the very urgent need for a revision of Plummer's "Training for librarianship" (A. L. A. Manual of library economy, chap. 13), it was

*Voted*, That Mr. Frank K. Walter be invited to revise Miss Plummer's "Training for librarianship." (Mr. Walter accepted the commission.)

### Increased Price of The Booklist

The editor of the *Booklist* and the secretary both having presented to the Board the extreme necessity for increasing the price of the *Booklist* to offset, in part at least, the increasing deficit which would soon necessitate discontinuance of publication, it was

*Voted*,

- (1) That the price of the *Booklist* be increased to a flat rate of \$1.50 to all subscribers.
- (2) That it is the opinion of the Publishing Board that more income is needed by the Board to meet the expenses of the *Booklist*.
- (3) That it is the sense of the Board that if the editor of the *Booklist* finds it advantageous to insert

advertisements other than those of publishers, the Board authorizes her to obtain such advertisements.

The president of the Association, Mr. W. W. Bishop, having in a written communication strongly advocated a return to the former practice of sending the *Booklist* free to all members of the Association, it was

*Voted*, That although appreciating fully the desirability of so doing, the Board finds itself with great regret financially unable to carry the burden.

### Periodical Cards

The editor of the periodical cards, Mr. William Stetson Merrill, having presented certain correspondence between himself and the H. W. Wilson Company, in which the latter offered to take over entirely the service now being performed by the A. L. A. periodical cards and incorporate the material in its "Readers' Guide" Supplement, it was

*Voted*, That the secretary be instructed to circularize the libraries now subscribing to the periodical cards, informing them of the offer made by the H. W. Wilson Company, and of the disposition of the Board to accept it; and if in his judgment no serious objection is brought forward, the Board accepts the proposal of the H. W. Wilson Company to take over this work entirely.

### Revision of Adams' "Manual of Historical Literature"

A communication having been read from President Bishop, calling attention to the steps being taken by the American Historical Association to encourage the issue of a revised edition of Adams' "Manual of historical literature," and suggesting that if the proposal seems feasible, it might be well for the Publishing Board to appoint a special committee to serve jointly with a similar committee of the American Historical Association to consider the project and perhaps to assist in editorial compilation, it was

*Voted*. That the subject be referred to

the Executive Board, inasmuch as the Publishing Board does not understand it to be one in which a publication by the Board is involved.

#### **After-War Reading Lists**

Recurring to the subject of certain war time reading lists, later termed "After-war reading lists," to be prepared under the editorial supervision of Joseph L. Wheeler, the secretary informed the Board that the War Service Committee, at the request of the subcommittee of the Board (the secretary and Mr. Milam, appointed at the Saratoga Springs meeting to consider possible sources from which funds for this purpose can be obtained) had voted (November 30, 1918) an appropriation of fifteen hundred dollars (\$1,500), the text of that committee's vote being as follows:

*Voted*, That the War Service Committee hereby appropriates the sum of fifteen hundred dollars (\$1,500) from available unexpended balances of the first war service fund to the A. L. A. Publishing Board, to be expended in the preparation of "After-war reading lists," under the direction of Mr. Joseph L. Wheeler; and that, after approval by the Executive Board of the American Library Association, the American Security and Trust Company, of Washington, D. C., is authorized and requested from the A. L. A. war service moneys of the first library war fund in its hands, to transfer to the credit of Carl B. Roden, treasurer of the American Library Association Publishing Board, the sum of fifteen hundred dollars (\$1,500).

Whereupon the Publishing Board

*Voted*, That the A. L. A. Publishing Board hereby authorizes and instructs its secretary to arrange for the transfer of fifteen hundred dollars (\$1,500), being the sum voted by the War Service Committee of the American Library Association toward the preparation of certain lists under the editorial supervision of Mr. Joseph L. Wheeler, from the American Security and Trust Company, of Washington, D. C., to the treasurer of the A. L. A. Publishing Board.

It was furthermore

*Voted*, That each of these lists be submitted in advance of printing to the chairman of the Board, who is hereby given power to act on each list, and to call to his aid such assistance as he may need either from within or without the Board.

#### **New Publications**

Considering new publications, which the Board felt were needed in the library field, it was

*Voted*, That Miss Rathbone be authorized to prepare a subject bibliography of "Travel"; and that Miss Rathbone and Mrs. Elmendorf be appointed a committee of the Board to consider the preparation, with a view to publication by the Board, of a group of similar bibliographies that have in mind the reading of books rather than their selection or their reference use; such bibliographies to group books intimately by subject rather than by formal arrangement.

*Voted*, That Mrs. Elmendorf be appointed a committee of the Board to consider the preparation of an index of material contained in books whose subject or title does not suggest the inclusion of such material.

*Voted*, That the preparation and publication of an index to debates be referred to Miss Rathbone for consideration and report.

#### **Handbook on Business Methods**

The suggestion having been received that the Publishing Board issue a handbook on business methods in the library, it was

*Voted*, That Dr. Bostwick be appointed a committee to prepare or to secure the preparation of a "Handbook on business methods in the library."

#### **Reading List on Industrial Democracy**

The secretary of Library Employees' Union 15590, of New York City, having informed the secretary of the Board of the desire of the Committee on Publications of the Union to submit a reading list on "Industrial democracy," with a view to

its being considered for publication by the Publishing Board, it was

*Voted*, That the secretary of the Board be asked to obtain from the secretary of the Union a copy of the list, with the name of the author, so that it can properly be considered.

#### **Uniformity of Style in Manual**

*Voted*, That the Committee on Manual of Library Economy be requested to prescribe rules for uniformity of style, and that these rules be observed in future chapters or revisions of chapters of the Manual.

#### **Library Efficiency Test**

Miss Julia A. Robinson, at the invitation of the secretary, having submitted

manuscript of a "Library efficiency test," prepared by her, with a view of possible publication by the Board, it was

*Voted*, That Mr. Dudgeon be asked to arrange to have the League of Library Commissions pass on Miss Robinson's "Library efficiency test" with reference to its value to library commissions if published and made available by the Publishing Board.

#### **A. L. A. Catalog Supplement**

*Voted*, That the printer of the A. L. A. Catalog, 1904-1911, be informed that he may destroy the type of that book, which he has been holding up to the present time for purposes of reprinting.

There being no further business the Board adjourned.